City of Bellingham
Classification Specification

CLASS TITLE	**Accounting Technician**
DEPARTMENT	**Interdepartmental**
UNION:	**1937**
SG:	**109**
CS:	**Y**
FLSA:	**Y**
EEO/SOC CODE:	**AS/ 13-2011**

NATURE OF WORK:

Prepares, maintains and posts complex financial data to general ledgers, special ledgers or other fiscal records for a departmental program or Citywide function according to generally accepted accounting procedures. Prepares annual reports and financial related reports as mandated by the state. Analyzes financial recordkeeping systems and interprets data to recommend improvements to meet accounting objectives. Maintains full set of accounting books by compiling, recording and maintaining all financial data related to a specific fund or operation. Provides accounting support associated with the areas of payroll operations, budget, travel and purchase requisitions, enforcement of taxation and licensing ordinances and the collection of business and occupation taxes, processing of accounts payable and receivable, utility billing and cash receipts, department cost and performance analysis, for both City and support organization financial-related reports. Performs reconciliations, audits and analyses. May perform senior-level administrative support duties.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Accounting Technician classification are senior level administrative accounting positions distinguished from the Accounting Assistant III classification by the increase in independent judgment, responsibility and knowledge required to analyze data and systems, prepare financial reports, perform full charge bookkeeping and accounting assignments for a complex departmental program or Citywide function. Day-to-day duties require extensive knowledge necessary to interpret, apply and enforce relevant City policies, contracts, rules, municipal code ordinances and regulations. Incumbents may have lead worker responsibilities.

SUPERVISORY RELATIONSHIPS:

Reports to department director or senior management position. Works independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements. May serve as a lead worker to lower classified staff; provide technical guidance and day-to-day direction to lower classified staff.

ESSENTIAL FUNCTIONS:

1. Assumes responsibility for a complex department or Citywide accounting function preparing, maintaining or verifying all related financial records and reports.

2. Prepares the annual reports and financial related reports required by state law. Compiles data from all accounting records and verifies accuracy in order to record balance, revenue and expenditures for statements.

3. Maintains full set of accounting books by compiling, recording and maintaining all financial data related to a specific fund or operation. Analyzes and prepares statements, financial related reports and other necessary information as required. Assists in budget preparation.

4. Interprets and enforces applicable municipal code ordinances and other related regulations; audits reportable revenues of businesses and monitors licensing.

5. Coordinates the billing, receipting and updating of account records. Classifies records and balances income and expenditures to proper accounts in accordance with coding accounting systems and City procedures. Coordinates billing with outside vendors and provides follow-up.

6. Assists supervisor in preparing special reports or projects requiring extensive research, interpretation or auditing of statistical data.

7. Analyzes financial recordkeeping systems, reviews various accounts, financial summaries and statements to recommend improvements in accounting procedures or office operations to meet accounting objectives. Provides information and feedback on necessary program changes.

8. Reviews accounts and records for delinquencies and initiates proceedings to meet legal requirements.

9. Assists other accounting staff by providing information or guidance on detailed procedures or accounts.

10. Performs administrative duties including typing, editing and proofing correspondence and other materials; composes routine correspondence; serves as receptionist; schedules and arranges meetings and maintains inventories. Maintains and processes payroll and personnel records. May have responsibility for departmental records systems; develops and maintains office filing and recordkeeping systems and coordinates document retention processes.

11. May serve as lead worker to lower classified staff. Organizes, assigns and monitors work; provides training, technical guidance and feedback. Provides feedback on employee performance to supervisor.

ADDITIONAL WORK PERFORMED:

1. Performs other related work within the scope of the classification.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge of:

- Thorough knowledge of double entry bookkeeping principles and practices.
- Thorough knowledge of governmental accounting and auditing practices and principles applicable to work performed.

- Working knowledge of Department operations and procedures; pertinent federal, state and local regulations including procurement requirements for public agencies.
- Knowledge of office principles procedures and equipment.
- Working knowledge of standard business English usage, spelling, grammar and punctuation.

Skill in:

- Applying bookkeeping and accounting principles to prepare accurate and timely financial statements, annual reports and detailed account records.
- Strong computer skills. Demonstrated understanding of financial accounting systems, spreadsheet software, database management, and word processing,
- Strong math skills including the ability to add, subtract, multiply, divide and compute percentages with accuracy. Ability to understand and apply basic mathematical formulas.
- Excellent communication skills to communicate effectively with other employees, agencies and the general public using tact, courtesy and diplomacy.

Ability to:

- Organize and prioritize accounting projects to meet deadlines and workload with minimal supervision while maintaining accuracy and attention to detail.
- Analyze and interpret complex financial data and develop recommendations to improve routines and procedures in the area of assignment. Ability to resolve problems and to recommend long-term solutions.
- Read, understand, explain and apply policies, procedures and regulations governing work performed.
- Assign and review the work of others.
- Operate standard office equipment such as computers, copiers, fax machines and multi-line electronic phone systems.
- Establish effective working relationships with employees and other agencies.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform required duties.
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Move between work sites;
  - Occasionally transport objects weighing up to thirty-five (35) pounds.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with extensive work at a computer workstation. Environment includes a normal range of noise and distractions with very low risk working around and operating standard office equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year college or vocational courses in accounting, bookkeeping, business or related area.
- Three years of progressively responsible bookkeeping or accounting support experience utilizing computerized accounting systems and spreadsheets is required, preferably in municipal government.

OR

- Four years of progressively responsible bookkeeping or accounting support experience utilizing computerized accounting systems and spreadsheets is required, preferably in municipal government.

AND

- Experience utilizing BARS accounting system preferred.
- Ten key by touch.
- Ability to type at level required for specific position.

NECESSARY SPECIAL REQUIREMENTS:

- Washington State driver's license with proof of good driving record for selected positions. A three-year driver's abstract will be required upon hire.
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- Employment contingent upon passing a criminal background check. Selected positions may require additional background screening and/or fingerprinting.

PREPARED BY: Kenny Consulting Co.
9/87

REVIEWED BY: _____
Ameleah Sullivan
Interim Human Resources Director

REVISED BY: Kerry Sicktich
2/88
P. Jones/L. Klemanski
12/07
R. Williams
10/10
A.Silva
E. Weinberg
12/24

COMMISSION ADOPTION: 12/11/2024